



Forms

Breakfast Production Record

Attachment K-1: 2006-07

School: _____

Date: _____

Year: _____

Planned # of Student Breakfasts _____ Adult Breakfasts _____		TRADITIONAL or ENHANCED MEAL PATTERN Planned # Portions/Serving Size	
Menu	Cooking Temp/ Time *	# Planned for K-12 _____	# Planned for 7-12 (Opt.) _____

Offer Versus Serve

Yes _____ No _____

Grades: _____

Seconds or A la Carte
 Items Sold from the
 Main Line

Yes _____ No _____

* Record highest temperature on potentially hazardous foods and the time it was taken. Temperatures in violation must be circled with Corrective Action documented on the *Cooking and Reheating Temperature Log*.

Food Items Used and Form	Indicate if: School Recipe (SR) or Product Brand/Number or Commodity (C)	Total Amount Prepared: Record Number of Servings or Pounds	Number of Seconds/A la Carte Sold	Amount Leftover
Meat/Meat Alternate				
Fruits/Vegetables				
Grains/Breads				
Milk				
Other (e.g. margarine, jelly)				

_____ Students + _____ Adults + _____ Food Service Staff = _____ Actual Count of Meals Served

Attachment K-2: 2006-07

Year:

K-3 (opt) _____

Students + Adults + Food Service Staff = _____ Actual Count of Meals Served

Planned Participation: _____

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Meal Delivery Ticket

(for use with multiple portion sizes)

Site: _____

Date: _____

Number of Meals Ordered	K-6	7-12
Students		
Adults		
Totals		

Temp at Serving/Time *	Menu	Portion Size	
		K-6	7-12

* Record temperatures of potentially hazardous foods at serving time. Temperatures in violation must be circled with Corrective Action documented on the *Receiving Log*.

Initial for Receipt of Delivery: _____

Condiments Used:

Food Item(s) _____ Amount Used _____

Other Foods Used (not sent by the delivery kitchen that day):

Food Item(s) _____ Amount Used _____

Milk Recipe

List Kinds _____

List Percent OR Actual Counts _____

Save Time and Effort with a Milk Recipe

A milk recipe is a real time and effort saver when it comes to filling out daily Production Records. If you take the time to create one, it is not necessary to count cartons of milk daily yet you will have provided all the information needed to do a nutrient analysis of your district's menus. You may combine breakfast and lunch milk for this purpose.

Do this once at the beginning of each school year, by building. Here is how to do it:

1. Physically count each kind of milk offered for five days OR review invoices for several milk purchases.
2. Record the number of cartons of each kind

served on those days (or purchased on the invoices).

3. Add up the individual days to determine the 'total' of each kind of milk.
4. Add up the total of each kind to get the 'grand total' of milk served.
5. Calculate the 'percent' of each kind of milk served during those days or on those invoices.
6. Write the 'kinds of milk' offered and the 'percentages' of each kind on a blank master copy of the production record before making copies.
7. Keep the worksheet in with your daily production records so it is available for review.

Example:

Milk Recipe Worksheet

Kind	Day 1 or Invoice 1	Day 2 or Invoice 2	Day 3 or Invoice 3	Day 4 or Invoice 4	Day 5 or Invoice 5	Total	Percentage %
1% white	15	13	11	16	12	67	$67 \div 689 = 10\%$
skim white	5	5	4	8	6	28	$28 \div 689 = 4\%$
skim choc.	111	121	113	133	116	594	$594 \div 689 = 86\%$

Grand Total of Milk Sold or Purchased = 689 100%

Note: The percentages of each kind of milk need to add up to 100%.

The daily Production Record would look like this:

1. Food Items Used and Form	2. Recipe Number / # Servings or Product Name & # / Commodity	3. Total Amount Prepared	4. Estimated Amount Leftover
Milk 1% white skim skim chocolate	8 oz. carton Dairy Best	10% 4% 86%	

For you to copy and use:

Year: _____ **Milk Recipe Worksheet**

Kind	Day 1 or Invoice 1	Day 2 or Invoice 2	Day 3 or Invoice 3	Day 4 or Invoice 4	Day 5 or Invoice 5	Total	Percentage %
							%
							%
							%

Grand Total of Milk Sold or Purchased = _____ 100%

Note: The percentages of each kind of milk need to add up to 100%.

STANDARDIZED RECIPE FORM

Recipe Name: _____

Recipe No: _____

Ingredients	For ____ Servings		For ____ Servings		Directions
	Weight	Measure	Weight	Measure	

Serving Size for Grades: _____ is _____ (unit: cup, fl oz, each)
Serving Size for Grades: _____ is _____ (unit: cup, fl oz, each)
Serving Utensil: _____
Serving Utensil: _____

Total Yield for _____ (# servings recipe makes) is: _____ (unit: lbs, gal, OR # pans and # servings/pan)

Grades	Meat/Meat Alternate	Grains/Breads	Fruit/Vegetable
Meal Pattern Contribution: _____	oz _____	oz = _____ g/b serving(s) _____	cup _____
Meal Pattern Contribution: _____	oz _____	oz = _____ g/b serving(s) _____	cup _____

STANDARDIZED RECIPE FORM

Recipe Name: _____

Recipe No: _____

[illegible]

Serving Size for Grades: _____ is _____ (unit: cup, fl oz, each)
Serving Size for Grades: _____ is _____ (unit: cup, fl oz, each)
Serving Utensil: _____
Serving Utensil: _____

Total Yield for _____ (# servings recipe makes) is: _____ (unit: lbs, gal, OR # pans and # servings/pan)

Grades	Meat/Meat Alternate	Grains/Breads	Fruit/Vegetable
Meal Pattern Contribution: _____	_____ oz	_____ oz = _____ g/b serving(s)	_____ cup
Meal Pattern Contribution: _____	_____ oz	_____ oz = _____ g/b serving(s)	_____ cup

(Make copies and sort by entrees, breads and desserts)

Menu Planning - Calendar Style

School:

Date: Year:

Monday	Date:	Tuesday	Date:	Wed.	Date:	Thursday	Date:	Friday	Date:
Milk		Milk		Milk		Milk		Milk	
Meat/Mt. Alt. oz		Meat/Mt. Alt. oz		Meat/Mt. Alt. oz		Meat/Mt. Alt. oz		Meat/Mt. Alt. oz	
Gr/Breads servings		Gr/Breads servings		Gr/Breads servings		Gr/Breads servings		Gr/Breads servings	
Fruit/Veg. cups		Fruit/Veg. cups		Fruit/Veg. cups		Fruit/Veg. cups		Fruit/Veg. cups	
<p><i>Required: Meat/Meat Alternate: Minimum of 1 ounce per day, 10 oz in 5 day week</i> <i>Gr/Breads: 1 serving per day, 12/week for K-6, 15/week for 7-12</i> <i>2 Fruit/Veg. ¾ cup total/day+ extra ½ cup for K-6, 1 cup total/day for 7-12</i></p>									
<p>= Total of _____ ounces = Total of _____ servings Extra Fruit/Veg. for Week = Extra _____ cups</p>									

Monday	Date:	Tuesday	Date:	Wed.	Date:	Thursday	Date:	Friday	Date:
Milk		Milk		Milk		Milk		Milk	
Meat/Mt. Alt. oz		Meat/Mt. Alt. oz		Meat/Mt. Alt. oz		Meat/Mt. Alt. oz		Meat/Mt. Alt. oz	
Gr/Breads servings		Gr/Breads servings		Gr/Breads servings		Gr/Breads servings		Gr/Breads servings	
Fruit/Veg. cups		Fruit/Veg. cups		Fruit/Veg. cups		Fruit/Veg. cups		Fruit/Veg. cups	
<p>= Total of _____ ounces = Total of _____ servings Extra Fruit/Veg. for Week = Extra _____ cups</p>									

This form is optional.